

DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 804-492-8337-001
Unit: HIV Community Prevention Section	
Section: HIV Community Prevention Section	
Branch: Education and Prevention	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Performs activities related to HIV education and prevention planning, evaluation and implementation of the California Local Implementation Groups. The incumbent serves as the liaison between the Office of AIDS and the local health jurisdiction's HIV education and prevention program staff and local service providers.

Supervision Received: General direction from the Health Program Manager I.

Supervision Exercised: None

Description of Duties: Monitors and evaluates contracts, provides technical assistance to contractors, reports to manager any problems or concerns with the contracts; serves as liaison between the section and the contractors.

Percent of Time Essential Functions

- 30% Through program analysis, identifies unmet needs in HIV/AIDS education and prevention program areas, analyze complex issues and develops policy recommendations for local health jurisdiction HIV prevention efforts; prepare correspondence, issue memos, reports.
- 25% Attend local community implementation group meetings; maintain cooperative relationships with the local health jurisdiction's HIV education and prevention staff and local service providers; provide technical assistance and consultation.
- 20% Review contract proposals, which include scope of work documents and detailed budgets, funding needs, progress reports, invoices for basic program requirements.
- 20% Conduct site visits of contracting agencies to ensure compliance with contract provisions and perform HIV Education and Prevention evaluations of methodologies and activities to ensure completion of program goals; submit a written summary of site visit; follow-up on recommendations made in summary. With assigned Counseling & Testing site visit, conduct site visit and prepare written summary of site visit.

Percent of Time Marginal Functions

- 5% Other duties as assigned.

Employee's signature	Date	Supervisor' signature	Date
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